Tompkins County Tourism Application Process

Creating an Account in Apricot

Note: If you had an account in the previous CI ODM system, you do not need to create a new account in Apricot.

1. Go to https://goo.gl/YVTqV6
2. Complete all fields
3. Click "Save Record"

Logging in to Apricot

URL: https://ctk.apricot.info

1. User Name: Your email address is your user name (typically the Executive Director/CEO's email)
2. Password: Your current password
3. Click on Login to Apricot to access the site

NOTE: If you do not remember your password, click on "forgot your password?" to receive an email message with reset instructions.
NOTE: Apricot is recommended for use in Google Chrome or Firefox. Internet Explorer is not compatible.

Apricot Bulletins

1. To update your Agency Intake, click the link in the bulletin or "Agency Intake" on the left hand side
2. To access current applications, click the link in the bulletin or click "Application Overview" on the left hand side
3. For questions, please email Tom Knipe at tknipe@tompkins-co.org or call (607) 274-5575.

Update Agency Intake Form

Before beginning your application, please review your Agency Intake form and make any needed updates.

1. Click on your agency name to open Agency Intake document folder

2. In the Agency Intake Document Folder, click on "Edit Agency Intake" to edit the record

3. Make any necessary changes
4. Click "Save Record" on the right-hand side (Note: Forms do NOT auto-save)
5. Click "View Folder" to return to the Document Folder. Or click "My Apricot" to return to the homepage

Historical Application records can be accessed from the left-hand navigation menu

Start a Grant Application

The Application Overview page shows the grant funds that are currently open.

1. From the "My Apricot" page, click "Application Overview" or the link in the bulletin
2. Look under "Available" to see grants you can apply to
3. To apply, select the grant you would like to begin and click "Apply" to the right of the grant name

When you apply for a grant, you will be taken to the selected Application. Please note the Record Save Checklist:

Any fields that are required are listed under Required Field Checks – these fields must be completed to save the record
- o   They will display with a red "x" if they are not filled out.
- o   Any fields that must be completed in a particular way will appear under Field Validation checks with a red "x" beside them.

1. When all checks are satisfied, the Required Field and Field Validation headers will have green checkmarks
   Note: Required Fields are used for administrative purposes, and do not indicate that the entire application has been completed.
2. Click "Save Record" (Note: Forms do NOT auto-save). You do not have to complete all fields to save the form, and can return to your application to continue working as often as you wish.

Return to a Grant Application

1. To return to an application you started, log in and go to the "Application Overview" page.

2. Any applications you began will now be under the "Application in Progress" category.

3. Click on "Access" to continue your work.
4. From the Document Folder, click "Edit" on the right-hand side to enter the application form.

Submit a Grant Application

1. When your application is complete, go to the Document Folder and click "Submit Application" on the right-hand side of the screen. You will receive an email confirming your submission.
   - You can access the Document Folder from the application by clicking "View Folder" or from the Application Overview page by clicking "Access."
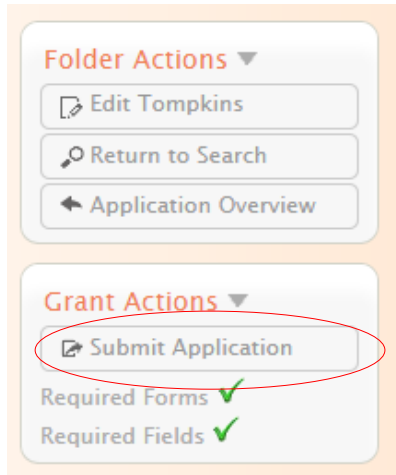
Folder Actions ▼
- Edit Tompkins
- Return to Search
- Application Overview

Grant Actions ▼
- Submit Application
- Required Forms ✔
- Required Fields ✔

2. If you missed any required fields, they will show as red X's in the Grant Actions box.
   - If a required field is missing, click the red field name under "Required Fields" and you will be taken to the field that needs to be completed.
   - The field will have a blue box around it to highlight where the error is.
   - Save after completing the field.

Helpful Hints:
- You can access historical records on the left-hand side of the "My Apricot" page.

- You may return to the Application Overview page by clicking on "Application Overview" on the left-hand side.

- You may return to your homepage by clicking "My Apricot" on the top of the page.

- You may access the Document Folder from the application by clicking "View Folder."

- Remember to save often. Forms do NOT auto-save.

- Apricot is recommended for use with Google Chrome or Firefox. Internet Explorer is not compatible.